

**TOWN COUNCIL
SPECIAL MEETING
NOVEMBER 11, 1998**

The meeting was called to order at 6:30 p.m. Present were Mayor Venis, Vice-Mayor Cox and Councilmembers Bush, Paul and Weiner. Also present were Town Administrator Rawls, Town Attorney Webber, and Town Clerk Reinfeld recording the meeting.

1. Interview of Executive Recruitment Firms for Town Administrator Search

Herb Hyman, Procurement Manager, explained that each firm would be given 30 minutes, 20 minutes being devoted to a presentation and 10 minutes being allocated for questions and answers by Council. He stated that at the end of the interview process, Council would be given ballots to rank the firms.

A) The PAR Group

Jerry Black, representing the firm, was present. He began by distributing a packet of information on the firm and detailing some background information on The PAR Group. Mr. Black indicated that he would personally be conducting the search and would also be handling all other matters such as background checks. He commented that the firm was very active in municipal management and for the last seven or eight years had participated in the Annual Meeting of the Florida City Managers Association. Mr. Black also indicated that his firm was very familiar with the Sunshine Law, expressing his opinion that the Sunshine Law might have an effect on the application process. He stated that because of the lack of confidentiality, some candidates already in local government positions might be apprehensive about applying as they knew that this could create a difficult situation in their current employment.

Mayor Venis questioned Mr. Black with regard to his firm placing the city manager in Coral Springs and Gainesville and when those took place. Mr. Black responded that the Coral Springs placement was two or three years ago and that the manager was still there but that the Gainesville placement had been in the '80's. Mayor Venis asked Mr. Black what the responsibility of the firm would be if the candidate chosen turned out to be unacceptable. Mr. Black answered that he believed the firm would offer a guarantee and that it was in writing that the firm would redo the search for the cost of expenses only.

Vice-Mayor Cox indicated her interest in what resources the firm used in generating a list of candidates. Mr. Black stated that a recruitment profile would be used in a networking process where an announcement of the position would be broadcast to city managers around the country, the job would be posted on the Internet, and also advertised in national publications. Vice-Mayor Cox asked how the firm would come up with a profile of the position with Mr. Black responding that the firm would be meeting with Council on their thoughts and ideas on what qualities they wanted the person who filled the position to have.

Councilmember Paul questioned Mr. Black on what he felt his firm could offer that the other firms might not be able to offer. In response Mr. Black discussed his firm's strong reputation in the local government sector along with the excellence of the staff of the firm. Councilmember Paul asked Mr. Black if his firm had placed anyone in a community similar to the Town. His answer was that they had placed people in positions similar to the one in Davie.

Councilmember Weiner pointed out that it mentioned in the proposal that the firm would be interviewing minorities and women but he wanted to know how the firm would be attracting those applicants. Mr. Black discussed how his firm has done projects in the past that have dealt specifically with minorities and thus some applicants are already in their data base. He also commented that it does take hard work on the part of the firm to get to these candidates.

Mayor Venis thanked Mr. Black for his presentation.

A recess was taken from 6:32 p.m. to 6:40 p.m.

B) DMG-Maximus

Rene Norlock, representing the firm, was present and distributed a proposal. She indicated that the firm had conducted over 100 nationwide searches for city managers along with other executive level position searches. and

highlighted DMG-Maximus' process of recruitment. Ms. Norlock mentioned that the firm would be asking Council for input, would be developing an advertising campaign and would be utilizing their existing data base of candidates. Ms. Norlock stated that they would be providing Council with a recruitment report that would outline the candidates and all the information they had on candidates including reference information. She advised that her firm would assist Council with the final interviews.

Ms. Norlock explained that DMG-Maximus made a guarantee that stated that if the person they placed leaves within the first 12 months the firm would conduct the search again with no professional fee. She indicated that in the five years she had been doing this she had never had to do one over. Ms. Norlock mentioned that firm would be offering Lexus-Nexus to the Town of Davie at no extra charge, explaining that Lexus-Nexus was a software program that allowed the recruiter to find any items that had been printed in a newspaper about a candidate. Mayor Venis asked how many city managers had been placed by DMG-Maximus in the last year. Ms. Norlock responded that the majority of their placements were city managers and she thought there had been about 40 searches this year. Mayor Venis questioned what the average length of stay was for a city manager placed by Ms. Norlock's firm. Ms. Norlock indicated that the average stay was five to six years as the tenure for their placements. In response to the question of what information the firm would supply to Councilmembers about each candidate, Ms. Norlock responded that they looked into the background of each candidate and all information, whether good or bad, was presented to Council for its consideration. She also stated that although the firm would present seven candidates for recommendation, they assumed that Council would only interview four or five of the candidates. Vice-Mayor Cox was concerned about the 12 month guarantee and what circumstances that would cover. Ms. Norlock said that she believed that all circumstances, including resignation due to illness, would be covered. Councilmember Weiner asked if the same person would be interviewing all the candidates in the preliminary part of the search. Ms. Norlock responded that Mr. Casey would be conducting the interviews. Councilmember Paul had questions about assessment centers which were listed under "Optional Services" in DMG-Maximus' proposal. Ms. Norlock responded that she personally did not have a lot of experience with the assessment center. She stated that if Council was interested in pursuing an assessment center, she would have Mr. Casey contact Council. Councilmember Paul asked what made DMG-Maximus the best choice. Ms. Norlock responded that there would be two recruiters assigned to this search as well as the fact that the firm was affiliated with a large consulting firm that operates within the public sector. She mentioned that the firm recently placed a candidate in Greenville, South Carolina in a similar situation as the Town.

A recess was taken from 7:06 p.m. to 7:11 p.m.

C) SLAVIN MANAGEMENT

Robert Slavin, representing Slavin Management, presented Council with a handout of information about the company. He indicated that 99% of their work was in the placement of candidates in local government. Mr. Slavin stated that what his firm strived for was finding the right "fit," not just someone who met the criteria and had the qualifications. A guarantee was discussed with regard to the fact that they guaranteed that the candidate would stay in place for at least a year. Mr. Slavin indicated that the company would advertise the position extensively. The process of recruitment was described and it was indicated that the candidate would be met at the candidate's home territory in order to learn how the candidate interrelated with his/her co-workers. Background work, criminal history checks, credit checks, reference checks all were discussed as being procedures that the company conducted before submitting a candidate to Council. Mr. Slavin also stated that the company would assist Council in determining the terms and conditions of employment and would help set some performance goals at the beginning of the person's tenure.

Vice-Mayor Cox asked about a time line in terms of getting somebody on board as quickly as possible. Mr. Slavin indicated that a city manager search usually took approximately 90 days and basically depended upon availability of the people requesting the search along with the candidates being considered in the search. He stated that the company would be willing to start right away.

Mayor Venis questioned Mr. Slavin as to how extensive a candidate's background checking was, in particular when something controversial turned up in the research. Mr. Slavin indicated that his firm had placed seven or eight city managers in the past year and 120 city personnel had been placed since 1990, stressing that the average length of tenure was about seven and a half years, two and a half years longer than the national average.

Vice-Mayor Cox asked about the guarantee that Slavin Management offered, wanting to know if it was

unconditional. Mr. Slavin indicated that only expenses were charged back to Council in the case of a candidate not staying a year.

With regard to the seven or eight city managers that Slavin Management had placed in the past year, Councilmember Paul questioned if any of them had been in a community similar to the Town. Mr. Slavin answered that they had just recently finished at least two placements that had been into situations of rapid growth similar to the Town.

A recess was taken from 7:35 p.m. until 7:51 p.m.

D) The Mercer Group

Jim Mercer, representing The Mercer Group distributed a proposal and informed Council that his firm was a management consulting firm that performed executive recruiting out of Atlanta with smaller offices around the country. He explained that his company had probably done more executive searches in the State of Florida in the last ten years than any other company. Mr. Mercer stated that his company had approximately 17 1/2 years experience and that he personally had about 27 1/2 years experience in the fields of executive searches and management consulting. He explained that the process would include conducting interviews, background checks, references checks and various other checks on candidates which would then be presented to Council. Mr. Mercer advised that interviews with Council would be arranged and the firm would then assist in negotiating an agreement with a candidate or give advice on how to do it. In addition to accomplishing a placement, Mr. Mercer stated that his company also would return in 30 to 60 days after the candidate has been on board to meet with Council and the new employee to see if there was anything that needed to be ironed out. He said that their usual fee was \$12,500 unless there was some special scope of the search, with expenses not exceeding \$5,000. Mr. Mercer also guaranteed that he would do the project personally and not delegate it to anyone less experienced.

Vice-Mayor Cox asked how The Mercer Group developed a pool of candidates. Mr. Mercer explained that The Mercer Group typically advertised the position in trade journals, contacted the Florida City/County Management Association, took recommendations from Council, and made a list of previous contacts who might fit the profile Council had developed. Vice-Mayor Cox asked whether The Mercer Group offered any guarantee on the person they placed in the position. Mr. Mercer indicated that there were ten guarantees listed in the proposal, among which was a guarantee that if the person placed in the position left for any reason within two years, The Mercer Group would replace them for expenses only.

Mayor Venis questioned Mr. Mercer on how many city managers he had placed in the past year. Mr. Mercer indicated that he placed 15 to 20 in the past year. Mr. Mercer advised that the average length of tenure for his placements were approximately eight years.

Councilmember Bush asked Mr. Mercer how many searches were going on at one time. Mr. Mercer said that it varied but generally seven to eight and the searches were usually at different stages of the process.

Councilmember Paul was interested in what Mr. Mercer thought his greatest asset was. Mr. Mercer commented that he was very proud of the fact that he spent a great amount of time with his clients trying to discover what they were looking for and he felt that translated into a high customer service orientation.

2. Ranking and Selection of Executive Search Firm for Town Administrator

Mr. Hyman distributed the ballots to Council mentioning that the firms appeared on the ballot in the same order that they appeared before Council. Mayor Venis reminded Council that the firm with the lowest total would be Council's choice.

After Council ranked, the ballots were collected and tallied by Mr. Hyman. The Mercer Group received 7 points, Slavin Management received 11 points, DMG-Maximus received 14 points, and The PAR Group received 18 points.

Mr. Hyman pointed out that a signed contract was needed in order to start the process and he did not see that happening until the first meeting in December. Mr. Rawls suggested that perhaps it could be on the agenda for November 18th.

3. ADJOURNMENT

There being no objection or further business, the meeting was adjourned at 8:32 p.m.

